

DUTY STATEMENT

Classification: Associate Energy Specialist (TED)	Position No. 6100-4056-XXX
CBID: R10	Office: Emerging Fuels & Technologies
Date Prepared: January 18, 2009	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direction and supervision of the Energy Commission Supervisor II, the Associate Energy Specialist will perform a variety of technical and analytical tasks to help attain the state's alternative fuel use and petroleum reduction goals in a manner consistent with climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program in the Emerging Fuels and Technology Office.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail, WebEx, and Internet browsers. The incumbent will participate in and lead meetings with other staff, other agencies, and interest groups

DUTIES AND RESPONSIBILITIES:

- 40% Project Development and Agreement Management. Develop specific language for inclusion in the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program solicitations, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for Commission funding. Review proposals, prepare the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement; establish and maintain a technical and business relationship with the agreement recipient; initiate and approve agreement amendments; receive and review progress reports and prepare an evaluation of the project; verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); conduct independent and in-depth technical review of the work conducted by the agreement recipient; work directly with the agreement recipient and make project site inspections to ensure the project meets technical, fiscal and administrative objectives; and brief office, division, and Commission management on the status of the project. (E)

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- 25% Conduct analyses to evaluate the economic, commercial availability, environmental benefits, and market potential of alternative and renewable fuel and vehicle technologies. The analytical results will be used to determine funding allocations for the Alternative and Renewable Fuel and Vehicle Technology Program. The analytical work will also be used in policy forums, such as the biennial Integrated Energy Policy Report proceeding. (E)
- 20% Perform market assessments for alternative and renewable fuel and vehicle technologies to evaluate potential market opportunities that can increase the use of alternative and renewable fuels and improve the energy efficiency of current vehicle technology. Evaluate the risks and opportunities for developing potential technologies in transportation applications, including costs for specific fuels, fuel production and fuel distribution. The results of the assessments will be used to better define the focus for each Alternative and Renewable Fuel and Vehicle Technology Program solicitation. (E)
- 10% Research and analyze studies of alternative and renewable fuel and vehicle technology use and development. Promote a public-private partnership program with major organizations and companies to develop alternative and renewable fuel vehicles and to distribute alternative and renewable fuels at retail outlets throughout California. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> VACANT Associate Energy Specialist (TED) <div style="text-align: right; margin-top: 10px;">Date</div>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> JAMES McKINNEY Energy Commission Supervisor II (TED) <div style="text-align: right; margin-top: 10px;">Date</div>

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